

ACHIEVEMENT

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STUDY ABROAD

# Custom programs introductory information

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## Getting started

Achievement Study Abroad can't wait to help you take your classroom abroad! While our focus lies on German-speaking Europe, we also have a network of international educators throughout the world, which enables us to offer a variety of options and help you deliver an academically challenging, safe and unique academic experience for your students.

The following is a general overview of what we do. The list is adjusted based on your individual, customized needs:

- Pre-departure information
- Airport travel to your site and back to airport at the end of the program
- On-site orientation
- Accommodations
- Classroom space, if needed
- Meals (usually breakfast only)
- Excursions and activities
- Assistance with academic program design and organizing logistics

## Contact us with your custom program idea

As far in advance as possible of your custom program start date, contact us by email at [custom@achievementstudyabroad.org](mailto:custom@achievementstudyabroad.org). In many cases this will happen after you have had an initial conversation with the international office at your institution and you have a general feel for the customized program process there. In your correspondence to Achievement Study Abroad, it's helpful to provide some basic information about your program such as:

- Program location
- Program dates
- Academic discipline or theme of the program

- Number of faculty leading the group
- Number of courses that will be taught
- Your contact information

## Review of initial request

Achievement Study Abroad will review your initial request and get right back to you. In our initial review we will consider if we are able to facilitate your request based on the program location, availability of on-site staff and other considerations. For programs where we can provide support, we will be in touch to request more information and set up a time to speak with you. Having a skype/zoom call with you early in the planning process enables us to get to know you, better understand your needs and gather the information we'll need to submit a detailed proposal for your program.

Should we determine that we are unable to offer our services for the program you would like to run, we will let you know quickly so that you can explore other options.

## Proposal

After our initial exchanges and receiving the information we need to make arrangements for your program, Achievement Study Abroad will forward to you a proposal contract for your review. The contract outlines all the duties, responsibilities, dates, fees and payment timeline.

## Signed contract

Once the proposal has been fully negotiated, it should be forwarded to the appropriate person at your institution for the signing of a legally binding contract. Each institution has their own procedures regarding this step. It's a good idea to be in touch early on with your international / study away office to be in the know about the policies and procedures at your institution. Please note that Achievement Study Abroad will only enter a contract agreement when students and faculty have demonstrated proof that they have international health insurance that is valid for the duration of the program; we can purchase a plan to be calculated into program expenses upon request.

## Billing

Achievement Study Abroad will invoice your institution for the total cost of the program according to the terms of each contract. The responsibility of billing and collecting the program fees from each student lies with the home institution.

## Excursions and entrance fees

Most programs include excursions and visits to cultural sites as part of the academic experience. These expenses will be factored into the program fee.

## Transportation

Each program has in-country transportation costs that are calculated into the overall program fee. For programs with a high level of on-location travel, the transportation costs can become a significant expense. Achievement Study Abroad does not include international flights in the program fee.

## Accommodation and meals

The types of housing available for students and faculty vary widely based on the program location(s). Housing options may include homestays, hotels, hostels, student dormitories and apartments.

A program may also include the cost of meals, especially breakfast if the group is staying in hotels. An advantage to including some meals in the program fee is that it reduces the out-of-pocket expenses for the students.

## Achievement programming fees

These includes costs related to providing customized program services, program planning, pre-departure support and guidance, the on-site Achievement Study Abroad representative, etc. The fees are calculated into the overall program fee.

## Health insurance

Achievement Study Abroad requires students and faculty to have international health insurance for the duration of the program. We can purchase a plan to be calculated into program expenses upon request.

## Faculty expenses

The accommodation, transportation, program-related entrance fee expenses for the faculty member(s) are included in the program fee. Accompanying family members, spouses, partners, etc. are not included in planning or invoicing.

## Pre-departure support

Achievement Study Abroad can hold a pre-departure webinar session with the faculty leader(s) and a member of your Study Abroad Office staff upon request. During this session we can discuss general health and safety topics, the final program itinerary, and answer any questions that you may have. This session will typically include members of the Achievement Study Abroad staff and the Achievement Study Abroad representative that will be the on-site contact for the group. A pre-departure webinar session can also be offered for your students upon request.

A pre-departure guide, tailored to your program, is also created for each program and sent to the faculty leader(s). These can be distributed to students as a helpful pre-departure resource.

## On-site orientation and support

Unless the faculty member leading the group foregoes having an on-site Achievement Study Abroad support staff person with the group, the program will begin with an on-site orientation focused on local culture, health and safety, and practical information about things such as money, tipping, communication with home, etc. These orientation sessions are led by the Achievement Study Abroad representative who will then be available to the group for the duration of the program. The level of on-site support varies per program and is decided during the proposal phase. In some cases, an Achievement Study Abroad representative will travel with your group for the duration of the program and will be present for most, if not all, group activities. In other programs, the Achievement Study Abroad representative will meet the group

upon arrival, lead the orientation session, and then remain available to contact 24/7 in case of emergencies.

## Expenses not normally included in the program fee

- Airfare
- Compensation for faculty (salary, stipend, etc.)
- Home school tuition/transcripts
- Passport or visa fees
- Immunizations
- Personal expenses for students or faculty, including for family members joining a faculty member